

Nananom Assisted Living

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2. If managing 2 homes, make sure to request a second copy (duplicate Original) of your Manager License from NCIA, phone # 602-364-2273 or fax # 602-542-8616.
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**FORMS TO BE
POSTED**

CURRENT TELEPHONE NUMBERS

Pursuant to A.A.C. R9-10-803(D)(3)(a-d), these telephone numbers must be conspicuously posted in the Assisted Living Facility.

**A. The Arizona Department of Health Services’
Bureau of Residential Facilities Licensing:
Phone: 602-364-2639
<http://www.azdhs.gov/als/residential/index.htm>**

**B. Adult Protective Services (APS) in the
Arizona Department of Economic Security:
Phone: 1-877-SOS-ADULT (767-2385)
<https://www.azdes.gov/daas/aps/>**

**C. The State Long Term Care Ombudsman:
Phone: 602-542-6454
<https://www.azdes.gov/daas/ltco/>**

**D. The Arizona Center for Disability Law:
Phone: 602-274-6287
www.acdl.com**

**E. Arizona Attorney General’s Office
602-542-5025
www.azsos.gov**

**F . Arizona Advance Directive Registry
602-542-6187**

Medical Transportation

(____) _____

Nananom Assisted Living

RESIDENT BILL OF RIGHTS

A manager shall ensure that:

- A. A resident is treated with dignity, respect, and considering;
- B. A resident is not subjected to
 - a. Abuse;
 - b. Neglect;
 - c. Exploitation;
 - d. Coercion;
 - e. Manipulation;
 - f. Sexual abuse;
 - g. Sexual assault;
 - h. Seclusion;
 - i. Restraint;
 - j. Retaliation for submitting a complaint to the Department or another entity; or
 - k. Misappropriation of personal and private property by the Assisted Living Facility's Manager, Caregivers, Assistant Caregivers, Employees, or Volunteers.
- C. Except as otherwise permitted by law, provides written consent before the release of information in the resident's medical record or financial records;
- D. May:
 - i. Request or consent to relocation within the assisted living facility; and
 - ii. Except when relocation is necessary based on a change in the resident's condition as documented in the resident's service plan, refuse relocation within the assisted living facility;
- E. Has access to the resident's records during normal business hours or at a time agreed upon by the resident or resident's representative and the manager; and

A resident has the following rights:

1. Not to be discriminated against based on race, national origin, religion, gender, sexual orientation, age, disability, marital status, or diagnosis;
2. To receive assisted living services that support and respect the resident's individuality, choices, strengths, and abilities;
3. To receive privacy in:
 - a. Care for personal needs;
 - b. Correspondence, communications, and visitation; and
 - c. Financial and personal affairs
4. To maintain, use, and display personal items unless the personal items constitute a hazard;
5. To choose to participate or refuse to participate in social, recreational, rehabilitative, religious, political, or community activities;
6. To review, upon written request, the resident's own medical record;
7. To receive a referral to another health care institution if the assisted living facility is not authorized or not able to provide physical health services or behavioral health services for the resident;
8. To choose to access services from a health care provider, health care institution, or pharmacy other than the assisted living facility where the resident is residing and receiving services or a health care provider, health care institution, or pharmacy recommended by the assisted living facility;
9. To participate or have the resident's representative participate in the development of, or decisions concerning the resident's service plan; and
10. To receive assistance from a family member, resident's representative, or other individual in understanding, protecting, or exercising the resident's rights.

I acknowledge that I have read these rights, or had them read to me, and that I have received a copy of them. I understand that it is the responsibility of the all staff of the facility to assist in exercising my rights.

Resident/ Resident Representative

Date

Nananom Assisted Living

HOUSE RULES

1. Visiting Hours are from 10:00 a.m. to 6:00 p.m. daily. If you wish to visit at times other than this, you should notify the resident manager so arrangement can be made.
2. The number of visitors at one time should be limited to group of 6 or less. If you wish to bring a larger group, please notify the resident manager so arrangement can be made.
3. Visits may be held in the community areas or in the resident's room as long as the rights of roommates or other residents are not being violated.
4. There will be no smoking allowing in the house, either by residents, visitors or staff. Those who wish to smoke should go to designate area in back of the house. All cigarette remains must be properly disposed of in the sand receptacles.
5. Meals are served at the following times:
 - Breakfast 6:30 - 8:00 a.m
 - Lunch 11:30 - 1:00 p.m
 - Dinner 4:30 - 6:00 p.m.
 - Snacks in between meals or all day
6. Alcohol may not be consumed in the house except by expressed written consent of the resident's physician and the resident's representative if there is one.
7. Personal items, decorations and furniture may be brought into the house as long as they are approved by the management.
8. Cleaning Schedules may occur as follows:
 - Common areas: daily
 - Bedrooms/linen: weekly or as needed
 - Laundry : bi-weekly or as needed
9. There is no sharing of personal items such as clothing, brushes, combs, razors, toothbrushes, etc. among residents.
10. The resident is expected to have respect for the other residents in the home. This includes, but is not limited to, the following:
 - Keeping noise levels to a minimum
 - Observance of normal sleeping hours
 - Respect for the personal belongings of others
 - Alerting the staff of any emergency situations involving another resident
 - Encouraging visitors to abide by the rules of the house
 - Practicing proper personal hygiene
11. Any illnesses, accidents, injuries or other incidents should be reported to the resident's family and manager immediately.
12. The resident is responsible for any cash and/or items of value that are brought into the house. The home will not accept responsibility for lost or stolen items. It is recommended that cash kept in the room be limited to \$20.00 or less.
13. Residents are allowed to leave promises (as long as this is not contraindicated), as long as staff are notified.
14. A house phone is available for local calls. If a resident wishes to make a long distance call, it is recommended that a calling card be ordered, or that a personal phone be installed in the resident's room.
15. In order to reduce the spread of infection, the resident should avoid direct contact with another resident who is ill.
16. The resident should alert the staff to any unsafe or unsanitary conditions in the home.

I hereby acknowledge that I have read (or have had them read) the following house rules. I understand the rules of the house and agree to abide by them. I understand that failure to abide by the house rules may result in termination of my admission agreement.

Resident/ Resident Representative

Date

Current Survey of this Facility
by the Department of Health
Services is in office filing cabinet.
Please ask for assistance if you
have any question.

Thank you,
Management

Nananom Assisted Living

MANAGER'S DESIGNEE

ADHS States that a facility manager designates in writing, one or more individuals who are 21 years of age and older who meet the qualifications for caregiver in as the manager designee. A manager designee is physically present at the facility and in charge of the assisted living facility operations when the manager is not physically present.”

By signing below, you:

- Accept and acknowledge the ADHS regulations, as above;
- Have had the responsibilities of being a Manager's Designee explained to you
- Understand the responsibilities involved in being a Manager's Designee and;
- Attest to being a 21 years of age or older on the day of your Manager Designee appointment.
- Have three years or more experienced as a caregiver.

1. _____ Signature _____

2. _____ Signature _____

3. _____ Signature _____

Signature of Facility Manager

Date _____

Fire Inspection with
“No Violation Noted”
Should be posted.

Please check your designated
City or Town
Laws, Rules or Ordinances.

Nananom Assisted Living

Month of _____, 20____

Week of _____, 20 ____

Staff Weekly Schedule

Staff Names	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Overtime

Back up Staff

Name: _____

Position _____

Phone: _____

Name: _____

Position _____

Phone: _____

Name: _____

Position _____

Phone: _____

Name: _____

Position _____

Phone: _____

Manager's Approval: _____

Nananom Assisted Living

Activity Calendar

Month of _____, 20____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Relaxation	Outside walk Clipping flowers Watching Price is Right	Chit chat Watch TV Coupon Clippings	Walking Movie and Popcorn	Outside walk Clipping flowers Watching Price is Right	Current events Walking outside Listen to Big Band Music	Light Exercise Current events Listening to music
Exercises Balloon Toss Group discussion	Church Service Relaxation	10-minute walk Dollar Store day Group Discussion	News Table games Cross Word Puzzles	Morning Coffee Scrabble Card games	Chit chat Price is right Tea Party	Watch news Hawaiian Day (dress in Floral Prints)
News Exercise Separating Beads Sing-a-long	Relaxation Church Service Bible Quiz	Light exercise Sing along with CG Dress in Red	Chitchat Bingo Arts & Crafts	Walking Sort card games (According to suits) Sweep Patio	News Folding Clothes Dusting Furniture	Light Exercise Feed The Birds Fold Towels & Pair socks
Walking Cookout Hamburgers Make lemonade	Relaxation	Coffee Time Set up table Put silverware away	Chitchat Beauty Day Puzzles	Walking Cut pictures out of magazines	News Watch TV Make apple sauce	Coffee time Read from Reader's Digest
Breakfast Sweet Treat Movie	Coffee Time Light Walk Family Visit	News Store Day Reminiscence	Light exercise Watching TV BINGO			

Activities are subject to change

Nananom Assisted Living

Activity Calendar

Month of _____, 20__

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Outside walk Clipping flowers Watching Price is Right	Current events Walking outside Listen to Big Band Music	Light Exercise Current events Listening to music	Exercises Balloon Toss Group discussion	Church Service Relaxation	10-minute walk Dollar Store day Group Discussion	News Table games Cross Word Puzzles
Morning Coffee Scrabble Card games	Chit chat Price is right Tea Party	Watch news Hawaiian Day (dress in Floral Prints)	News Exercise Separating Beads Sing-a-long	Relaxation Church Service Bible Quiz	Light exercise Sing along with EJ Dress in Red	Chitchat Bingo Arts & Crafts
Walking Sort card games (According to suits) Sweep Patio	News Folding Clothes Dusting Furniture	Light Exercise Feed The Birds Fold Towels & Pair socks	Walking Cookout Hamburgers Make lemonade	Relaxation	Coffee Time Set up table Put silverware away	Chitchat Beauty Day Puzzles
Walking Cut pictures out of magazines	News Watch TV Make apple sauce	Coffee time Read from Reader's Digest	Breakfast Sweet Treat Movie	Coffee Time Light Walk Family Visit	News Store Day Reminiscence	Light exercise Watching TV BINGO
Outside walk Clipping flowers Watching Price is Right	Chit chat Watch TV Coupon Clippings	Walking Movie and Popcorn				

Nananom Assisted Living

Activity Calendar

Month of _____, 20__

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Activities are subject to change

Nananom Assisted Living

Weekly Menu

For the Month of _____, 20____

For the Week of _____, 20____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Hot Cereal 1 cup oatmeal 1 banana 1 cup 2% milk 1 cup orange juice	Danish/Donut 1 pc. Glazed donut or cream cheese ½ cup strawberries 1 cup low fat yogurt 8 oz. Cranberry juice	Cold Cereal 1 cup Honey nut cereal 1 slice toast 1 tsp. margarine ½ cup Fruit slices Coffee/milk	Muffin/Bagel 2 pcs English Muffin 1 pcs. bagel 1 tsp butter, jam or jelly 2 tbs light cream cheese ½ cup cantaloupe Tea/juice/H2O	Pancakes 2 butter milk pancakes (5 diameter) ¼ c. maple syrup ½ cup peaches 8 oz. Juice/Milk	French Toast 2 slices whole wheat bread 1 med. Egg 2 tbs. Syrup ½ cup strawberries 1 cup 2% milk 1 cup Orange Juice	Bacon 2 pcs. Strips bacon 1 large scrambled egg 2 oz. Hash brown potato 1 pc. Whole wheat bread 1tsp
Lunch	Macaroni & Cheese 5 oz. Elbow Macaroni 1 oz. Cheddar cheese 1 scoop vanilla Ice cream 1 cup Water/Juice	Spaghetti 1 cup spaghetti 2 oz beef Meatballs, 1 stick garlic bread, ½ cup lemon jello 8 oz pineapple juice	Fried Chicken 5 oz. Chicken (leg or breast) ½ cup Mashed potato ¼ cup gravy, ½ cup steamed vegetables 1 medium Peaches, 8 oz H2O, Juice/ soda	Egg salad Sandwich 1 lrg boiled egg 2 pcs. Wheat bun 4 oz Potato chips ½ cup Cucumber salad ½ cup Mix fruits 8 oz Iced Tea	Turkey Soup 4 oz diced turkey ½ cup mixed veggie 1 biscuit 1 tsp butter 1 scoop Ice cream 8 oz Juice/water	Veg Cream Soup 4 oz cream of broccoli condensed soup 10 wheat crackers ½ cup seasoned fruit Juice/milk/water	Chicken Nuggets 6 oz chicken nuggets 4 oz French Fries ½ cup Tossed Salad 2 tbsp oil & vinegar dressing 8 oz iced tea
Dinner	Stuffed Peppers 1 med sweet green bell pepper ½ cup white boiled rice 3 oz. Ground beef ¼ cup tomato soup 1 cup fat free milk	Chili Dog 1 pc hotdog 1 hotdog bun ¼ cup chili beans 1tsp onion ½ cup Fruit Salad 8 oz Juice, water	Tuna sandwich 3 oz. Tuna in can 2 psc. wheat bread 2 tbs. mayonnaise ½ cup Choc pudding 1 cup Juice/ water	Meat loaf 8 oz ground beef 1 med baked Pot ½ cup mixed veggies 1 dinner roll 1 tsp soft butter 1 slice Lemon Pie Juice/Water	BBQ Ribs 8 oz Ribs boneless ½ cup Pasta ½ cup Corn 2 tbs bbq sauce Juice/water	Ham sandwich 1 whole wheat bun sandwich 5 oz thinly sliced spiral ham 1 tbs mayonnaise ½ cupGreen salad 2 tbs ranch dressing 8 oz Juice/water	Tuna Casserole 1 cup ribbon macaroni ½ cup tuna in canned drained 2 tbs mayonnaise 1 cup vanilla Pudding Juice/water
Snacks	Cookies	Ice Cream	Cut up assorted vegetables	Pop Corn	Cheese and Fruits	Peanut Butter Sandwich	Fish sticks and celery sticks

Menu is subject to change.

Nananom Assisted Living

WEEKLY MENU

For the Month of _____, 20__

For the Week of _____, 20__

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast							
Lunch							
Dinner							
Snacks							

Menu is subject to change